

**WoodwardGranger Elementary School**  
**Weekly Collaboration Minutes**  
**2004-2005**

*Collaboration team meetings provide opportunities for teachers to begin to triangulate their data and make adjustments to maximize the impact of implementation. By looking at:*

*1) frequency of implementation,*  
*2) fidelity of implementation, and*  
*3) student work, teachers can plan ways to strengthen implementation as a group and individually.*

*This is a data source for the Building Leadership Team and District Leadership Team. Areas of additional support and training can be identified.*

**(To be submitted weekly to BLT)**

<b>Date:</b>	<b>Meeting Time:</b>
<b>School:</b>	
<b>Team Members:</b>	
	<b>Submitted by:</b>

**Agenda for this meeting:**

**Discussion (Issues/Problems):**

**Observations (3 x a year- who, when, what):**

**Time/Date/Agenda for next meeting:**

**Agenda Items:**

- ☐ *Implementation Protocol*
- ☐ *Formative Data*
  - ☐ *-Standardized assessments*
  - ☐ *-Studying Student Work*
- ☐ *SMART goal discussion*
- ☐ *Resources used*
- ☐ *Student grouping*
- ☐ *Rehearsing lessons*
- ☐ *Recording implementation data*
- ☐ *Observations- Demonstrating, Practicing, Coaching, Feedback*